
Judicial District of New Haven
SUPERIOR COURT

Short Calendar

235 Church Street—New Haven
9:30 A.M.

NOTICE — FAMILY CASES

In order for a case to be assigned to a judge, counsel/Pro se parties must indicate that the matter is “ready.” This may be done in any one of the following ways: by calling the telephone marking line at (203) 503-6802; by faxing the Judicial Branch Fax Transmittal Form to the fax number at (203) 867-6038; or by using the Short Calendar Markings Entry transaction on the Judicial Branch website for those attorneys and law firms that are enrolled in Electronic Services. Short Calendar markings will be accepted from 9:00 A.M. on Friday the week before the calendar until 4:00 P.M. on Tuesday the week of the calendar. In the event a state holiday falls on a Thursday, markings will be accepted from Friday at 9:00 A.M. the week before the calendar until Tuesday at 11:00 A.M. the week of the calendar.

Counsel/pro se parties must give notice to each other of the marking either prior to or at the time of making the marking. Counsel/pro se parties must indicate when making the marking that the other side has been notified or the marking will not be accepted. In addition, notice must be given to the attorney general's office at (860) 808-5150 if any party is receiving or has received public

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assistance. Failure to do so will result in the matter not being heard. If conflicting markings are received, the last one will control. Please indicate whether the case is on Short Calendar no. 2 or Short Calendar no. 5.

If after making a ready marking the moving party wishes to mark it off or continue it to another date the party who made the ready marking must appear at the short calendar to request a continuance if it is not by agreement. In order for a citation or rule/order to show cause to be continued counsel/pro se parties must appear for the calendar to request a continuance. There is no marking to a later time or separate assignment. Counsel in cases in which the clients are represented on a pro bono basis should indicate this status when marking the case. The court will try to hear pro bono lawyers first.

Please be sure to complete a Report to Clerk form. This form is available from the Courtroom Clerk or Family Relations on the hearing date or from the Judicial Branch Website (www.jud.state.ct.us) under Standing Orders.

A list of cases marked "Ready" and the judges and courtrooms to whom these cases are assigned, will be posted on the FIRST FLOOR, THIRD FLOOR, AND OUTSIDE THE CLERK'S OFFICE, the preceding Tuesday afternoon.

FAMILY RELATIONS

Parties must discuss their matter with a counselor from Family Relations when they arrive for their hearing unless the matter presents only a question of law. A Family Relations sign-up sheet is posted on the wall outside of Courtroom 3E for this purpose. Counselors will also be available to discuss pending motions prior to the assigned short calendar date. Call (203) 503-6820 for an appointment.

JUDICIAL BRANCH WEBSITE

Counsel/pro se parties are reminded that information about matters appearing on calendars may be found on our website (www.jud.state.ct.us) at the link labeled "Civil/Family Case Lookup". This information is updated on Monday each week. This website also contains short calendar notices, standing orders for pretrials, special masters and trials as well as Judicial Branch forms which are available for download.

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